

## **AUTHORIZED USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT**

School equipment may only be used for school related or educational purposes unless approved by the Administration.

Administration may permit school equipment to be loaned to staff members when such use is related to their employment, to students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment.

School supplies - including, but not limited to office supplies, educational supplies and equipment, books, writing, drawing and painting implements - are for the exclusive use of school personnel for educational purposes only. They may not be converted to personal or outside use by anyone without payment of the replacement cost plus reasonable service charges.

First Reading:	January 22, 2002
Seconded Reading:	February 5, 2002
Adopted:	February 5, 2002
Reviewed:	January 22, 2020
First Reading:	January 22, 2020
Second Reading:	March 4, 2020
Revised:	March 4, 2020